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9 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. GENERAL

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As part of the [REDACTED] Building's Emergency Evacuation Plan, officers of the Support School have been designated as room wardens and stairwell wardens for our area of the second floor.

B. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overruns)

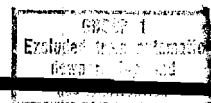
25X1A9a After extensive discussions this past week with Mr. Arthur [REDACTED] Chief of Contract Management Staff, DDS&T, the course philosophy, objectives, and content have been pretty well roughed out. Selection of a contractor and obtaining his proposal are the next order of business. This step has been coordinated with the Chief of the Procurement Division, OL. [REDACTED] is attending the Procurement Officer Seminar conducted by Mr. [REDACTED] as part of OL's program for developing young officers for careers in Procurement. Many of the topics presented in this short seminar are germane to the content of the Training Course for Technical Officers, on which Mr. [REDACTED] is working.

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2. Liaison for FF&L Course

25X1A9a Mr. [REDACTED] met with members of the Budget and Fiscal offices of AF, EUR, FE, NE, SB and WH to discuss the more common types of errors being made in the monthly financial accountings received from small stations. The information received from these

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meetings will be used as a basis for revising course material to cover accounting problems which are current in the field.

25X1A9a [REDACTED] specifically queried these officers on the feasibility of continuing to teach "Obligation Control Records" in the Finance portion of the course. The general consensus was that it is unnecessary. 25X1A9a [REDACTED] will follow up these discussions with the Director or Deputy Director of Finance for a final determination on this point.

25X1A6a Liaison calls were received from four members of the Audit Staff who had recently audited Type II and Type III stations in Africa, South America, [REDACTED]

3. Tutorial

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25X1A9a On Tuesday, 6 April 1971, [REDACTED] FE Training Officer, called [REDACTED] to ask if tutorial instruction could be given on Wednesday and Thursday, 7 and 8 April, to a Type A Contract employee, who had never been to Headquarters. The employee had worked for the [REDACTED] Station for two years and then for the past six years was the Administrative Assistant for the [REDACTED]. She arrived at Headquarters Tuesday, 6 April, for a three-day TDY before returning to [REDACTED]. After informal discussions on Wednesday morning, the rest of the day was spent going over the Clandestine Service records system. A briefing and general tour of [REDACTED] was scheduled for her for Thursday. 25X1A8a

CLERICAL TRAINING FACULTY

25X1A6a 1. Mr. [REDACTED] Training Officer, DDP/FE, contacted 25X1A6a [REDACTED] on 6 April 1971 to ask when classes would begin in beginning shorthand. This query was somewhat surprising in view of our earlier report (19 March) that, except for WH Division, there seemed to be little interest in beginning shorthand courses.

C. MANAGEMENT TRAINING

We are expecting shortly a formal request from OL requesting a Performance Appraisal Workshop to be held on 27 and 29 April. At this point we are anticipating that the student body will consist of

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- (a) 20 to 25 OL supervisors from several OL Divisions, (b) the training location will be at the Ames Building, (c) the course format will be similar to the PSD Workshop, (d) the sessions will be three hours each with the 27th session in the morning (0900 - 1200) and the 29th session in the afternoon (1300 - 1600). The Office of Logistics is duplicating the work materials.

MEDC

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1. Phase I of MEDC #28 started on Sunday, 4 April, at [REDACTED]. Thirty-one students are participating in the Managerial Grid. An additional four MEDC students have previously completed the Grid phase and will be joining the course for Phase II at [REDACTED] on Sunday, 11 April. 25X1A6a

2. The following changes have been made in the Phase II Schedule of the 28th Midcareers Course:

- 25X1A9a (1) [REDACTED] had to cancel his presentation which was scheduled for 1500 on Wednesday, 14 April. We have rescheduled Tom at Headquarters during Phase III at 1045 on Tuesday, 4 May. For the period 1500 on 14 April we have now scheduled [REDACTED] Chief, [REDACTED] 25X1A8a
- 25X1A9a [REDACTED] to give an orientation on
25X1A8a computers. We have had Don, a member of MEDC #22, give his orientation in several previous Midcareer classes and he always does a fine job.
- 25X1A9a (2) [REDACTED] Executive Officer, Office of Logistics, will give the OL presentation at 1400 on Wednesday, 21 April.
- (3) The Defense Intelligence Agency and Bureau of Intelligence and Research originally scheduled for presentations on the morning of Wednesday, 28 April at Headquarters have been rescheduled during Phase III at 1330 on Thursday, 29 April and 0930 on Tuesday, 4 May, respectively. Speaking for DIA will be [REDACTED], Deputy Director for Estimates. David Mark will give the INR presentation.
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- (4) Except for two speakers still to be announced (one of them the final speaker) the schedule for Phase III of the 28th MEDC has been completed and will be distributed within the next few days.
- (5) Because of his many out-of-town engagements, we were unable to land Wernher von Braun as a speaker in the 28th Midcareer Course. We hope that we can get him as a speaker in the 29th course in mid-July.
- (6) As final speaker in the 28th class we are now trying to get either Robert Froehlke, Assistant Secretary of Defense (Administration), or Gordon MacDonald, Member of the President's Council on Environmental Quality.
- (7) Since the last weekly report the following additional speakers have been recruited to speak in Phase III of the 28th class:

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[REDACTED] on "Problems of the Press"; Peter Scoville, former Assistant Director for S&T, U.S. Arms Control and Disarmament Agency on

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"Arms Control"; [REDACTED] University on "Soviet Foreign Policy"; and Dr. Vernon Dwyer, Department of Defense on "The Military-Industrial Complex" (although the title of his presentation will be somewhat different).

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[REDACTED] Chief, Support School, TR

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25X1A9a C/SUS/TR: [REDACTED] jdg(9 Apr 71)3356

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